



MEMORANDUM

Comfort Lake-Forest Lake Watershed District

Date: September 14, 2026
To: CLFLWD Board of Managers
From: Mike Kinney, District Administrator
Subject: Biennial RFP Timeline



District Wide

Background/Discussion:

At the [August 13th regular board meeting](#), the Board moved to direct the Administrator to publish and post solicitation for 2027-2028 professional services. The RFP was sent August 14th and the submittals are due on Monday, September 28th, 2026, at 5pm.

Originally, staff proposed to review and discuss submitted proposals at the October 22nd regular board meeting. However, given the changes at the board level, staff now recommend that all the proposals be distributed so that an initial review and the discussion can be held at the Oct. 8th regular board meeting. The Board may elect to make final decisions about some or all professional services at this time. Or the Board may use the Oct. 8th discussion to ask for additional information from staff or firms and/or invite firms to do presentations and interviews at the October 22nd regular board meeting.

As discussed at previous meetings, the District plans to update its accounting software by year end as a cost saving measure. Moving the date of the initial review would potentially allow staff more time to implement the new accounting software if the accounting firm was selected earlier in this process.

Staff are requesting consensus to move the initial review to the October 8th Regular Board Meeting.